

LSTA - Voter Engagement**Project Associate**

23 hours per week
thru 6/30/13

Grant Funded**Contractual Position**

\$19 per hour

Reporting to the Project Director, the Project Associate is responsible for the Planning and carrying out voter registration, voter information, and voter education events and activities. The Project Associate will also assist with a series of planning meetings. This includes working both independently and as a member of a team on voter registration events, candidate forums, other public programs, neighborhood canvassing, a "reminder to vote" campaign, providing civics classes to high school students, and preparation of relevant publications. The Project Associate will also help maintain a web site and use social media to accomplish project goals. Much of this work will be carried out in collaboration with other organizations. The Project Associate will perform other duties as assigned.

POSITION QUALIFICATIONS

- Bachelors Degree in a related discipline.
- Minimum of one year experience in project management.
- Minimum of one year experience working with diverse communities.
- Previous Library experience highly desirable.
- Previous project management experience required, preferably in a service organization.

NECESSARY KNOWLEDGE, SKILLS and ABILITIES:

- Strong commitment to working within a team management structure.
- Strong commitment to public service.
- Strong communication and public relations skills.
- Proven mastery of Microsoft Office Suite of programs.
- Experience using social media.
- Strong computer skills with expertise in word-processing, spreadsheet and database programs.
- Valid Connecticut driver's license or ability to obtain upon employment.

OTHER SKILLS, ABILITIES, AND KNOWLEDGE

- Knowledge of Hartford, particularly the Latino community, desirable.
- Multi-task oriented
- Flexible in work habits
- Excellent organizational skills
- Energetic, motivated, and creative professional with strong service orientation
- Ability to work well as a team leader and team member in a collaborative environment as well as ability to work independently
- Ability to deal tactfully and courteously with all ages of people in a public service context and with professional colleagues
- Ability to read and comprehend documents, technical journals, library policies and procedures
- Ability to design, develop, and proofread written and visual materials
- Ability to work nights and weekends
- Language Skills

- Ability to express ideas clearly and concisely, both orally and in writing in both English and Spanish..
 - Ability to effectively present information to other employees of the organization and the public
- Mathematical Skills
 - Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals
- Reasoning Ability
 - Ability to apply common sense understanding to carry out written and oral instructions.

PHYSICAL DEMANDS

- Ability to work a varied schedule, including occasional evenings and weekends, to attend meetings and events.
- May need to lift boxes, crates or pieces of equipment weighing up to 50 pounds